

# U.S. Department of Education

## Sustainability Report and Implementation Plan

2020



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U.S. Department of Education  
2020 Sustainability Report and Implementation Plan

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# U.S. Department of Education 2020 Sustainability Report and Implementation Plan

## Executive Summary

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The U.S. Department of Education (DoEd) is a tenant in all its occupied facilities, whereby its energy, water, and waste management services are managed, controlled, and included in each lease and paid for by the General Services Administration (GSA). Of the 26 properties DoEd occupies, 48% are GSA-owned and 52% GSA-leased (in commercial buildings). In the fall of this year, DoEd will reduce its portfolio by one property when it relocates from Harwood Center to Renaissance Tower in Dallas, then vacates Harwood Center. Since DoEd does not own any of the buildings it occupies, it does not report on the following goals of Executive Order 13834 in its Sustainability Report and Implementation Plan:

Facility Energy Efficiency; Efficiency Measures, Investment, and Performance Contracting; Renewable Energy; Water Efficiency; High Performance Sustainable Buildings; and Waste Management and Diversion.

DoEd's strategic approach to sustainability include improvements to its facility space initiatives and reductions of greenhouse gas (GHG) emissions. Specifically, DoEd continuously works with GSA to reduce its footprint, generate rent savings, and lower Scope 1&2 GHG emissions. In addition, DoEd has promoted efforts to support reductions in Scope 3 GHG emissions. In the area of Sustainable Acquisition, DoEd ensures that applicable contracts contain the appropriate sustainable acquisition requirements. DoEd has met all Electronic Stewardship goals and continues to address challenges related to fleet management.

DoEd staff comprises approximately 3,850 federal fulltime employees (FTEs) and 300 onsite contractors. Working with GSA through DoEd's Space Modernization Initiative, the main areas of focus are as follows: 1) reduce the size and number of leased locations 2) redesign spaces to support different work patterns and activities, including innovative space layouts and increased natural lighting; and 3) meet the OMB guidelines to achieve an average of 150-180 usable square feet (USF) per person and comply with OMB Memorandum M-12-12 Section 3: Reduce the Footprint. DoEd will continue to reduce its overall rental footprint in coming years.

Over the last few years, GSA and DoEd have collaborated to reduce energy consumption at DoEd headquarters, the Lyndon Baines Johnson (LBJ) Federal Building, and maintain LBJ's Leadership in Energy and Environmental Design (LEED) Silver status for Existing Buildings: Operations and Maintenance.

All remaining DoEd facilities are undergoing an evaluation in FY 2020 for opportunities to save space and costs. A complete renovation of the fifth floor of the LBJ building began in FY 2019 that includes the addition of energy efficient lighting and motion light sensors, water saving restroom fixtures, better use of natural lighting, and more efficient use of existing space. Upon completion, the fifth floor will accommodate nearly twice as many personnel as it did prior to its renovation. Additional floors will undergo similar renovations over the course of the next several years as funds become available. The overarching goal is to reduce DoEd's presence in Washington, DC from three to two facilities.

GSA sets the LEED goals. For example, all renovations of the LBJ building are certified LEED Silver or more, with Gold or higher as GSA's new standard.

DoEd reduced its space footprint 16.5% across its real estate portfolio since in FY 2008, from 1,572,553 SF that year to 1,311,674 SF in FY 2020. The Facilities Services Division (FSD) manages the process where DoEd leases and operates those buildings through GSA. FSD and the DoEd Space Modernization Program (ESMP) look for ways to reduce energy consumption at all the properties DoEd occupies, increase energy efficiency across the agency, and increase productivity through innovative space design and technology enhancements. For example, elements of ESMP include:

- A variety of space types to support different work patterns and activities
- Increased natural lighting - direct access to daylight for more people
- Lower and lighter colored panels and dividers than the ones they replace

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- More meeting space and shared collaborative space
- More multi-use space
- Smaller individual workspaces
- Offices and meeting spaces that include glass partitions

DoEd reduced its footprint in Chicago and Washington, DC, by 41,546 usable SF in FY 2019, and another 28,455 usable SF in DC during FY 2020. ESMP continues with the following priority strategies and planned actions:

- Select properties that exhibit increased natural lighting, particularly those that are LEED-certified
- Select ENERGY STAR products
- Implement energy-efficient, commercial office lighting, such as LED light fixtures, for lighter and brighter spaces
- Work with DoEd's Office of the Chief Information Officer to add wireless connectivity, phone portability, enhanced audio-visual integration

DoEd's strategic priorities are Dallas and New York. In Dallas, DoEd expects to reduce its footprint by 29,344 usable SF in FY 2021, resulting in a 53% space reduction. In New York, DoEd expects to reduce its footprint by 5,754 usable SF in FY 2023, resulting in a 15% space reduction. Reducing its footprint lowers the agency's overall environmental impact.

DoEd's current fleet consists of 86 vehicles used primarily by the following groups: the Office of Finance and Operations (OFO), the Office of Inspector General (OIG), the Office of the Secretary of Education (OS) and the Office for Civil Rights (OCR). The vehicle types comprise of mid-sized sedans, sport utility vehicles (SUVs) and passenger vans. All the vehicles are considered flex-fueled vehicles, using E85, diesel or electric. DoEd continued to replace gas conventional vehicles with alternative fuel vehicles as those leases expired in FY 2019 and reduced its overall fleet size. DoEd realized an almost 10% reduction in vehicles designated as exempted-fleet vehicles.

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Implementation Summary: Facility Management

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*Not applicable because ED does not own any of the buildings it occupies.*

Implementation Summary: Fleet Management

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**TRANSPORTATION / FLEET MANAGEMENT**

**FY 2019 Petroleum Reduction Progress (Gal):**

45.7% increase in petroleum fuel since FY 2005  
6.4% reduction in petroleum fuel since FY 2018

**FY 2020-FY 2021 Plan:**

0.4% reduction in FY 2020 from FY 2019  
0.2% reduction in FY 2021 from FY 2020

**FY 2019 Alternative Fuel Use Progress (Gal):**

136.0% increase in alt. fuel since FY 2005  
34.7% increase in alt. fuel since FY 2018

**FY 2020-FY 2021 Plan:**

0.4% increase in FY 2020 from FY 2019  
0.0% increase in FY 2021 from FY 2020

The Department of Education (DoEd) continues to dispose of gas conventional vehicles and replacing them with alternative fuel that consist of electric, hybrids etc. During FY 2019 and FY 2020, DoEd also disposed of underutilized vehicles which reduced the overall fleet size from 89 to 86. DoEd’s current fleet of 86 vehicles consisting of SUVs, mid-size sedans, and vans are primarily used by the head of the agency, federal agents, and other dignitaries of the agency. DoEd provides policy guidance for use of vehicles through the Department’s Administrative Communications System Directive in accordance with the Federal Property Management Regulations (FPMR), 41 CFR Subpart 102-34, Executive Order 13513 *Federal Leadership on Reducing Text Messaging while Driving*, and the DC Distracted Driving Safety Act of 2004.

DoEd continually complies with the Federal Automotive Statistical Tool (FAST), four times per calendar year reporting on, Actual Fleet Data, Forecast Fleet Data, Fleet Budget Data and EPA § 701 / EISA § 246.

**Implementation Status**

The DoEd fleet complies with GSA mandated guidance for vehicles. DoEd is stable in its alternative fuel use as a percentage of total fuel, depending on the availability of alternative fuel which can be a challenge to obtain outside of the National Capital Region. DoEd refrains from acquiring non-efficient, non-alternative-fuel-use vehicles, and only acquires additional vehicles when mandated by a change in mission. DoEd has reduced fleet size by three vehicles. GSA lets DoEd know the recommended replacement schedule. Vehicle miles traveled increased before the pandemic due to the mission of the federal agents. DoEd vehicle miles travel has reduced due to the pandemic for chauffeured services: transporting DoEd dignitaries between DoEd-occupied facilities to meetings at Executive-level facilities. Those activities were halted at the start of COVID-19. However, DoEd has returned two contracted drivers into service during Phase 1 of the DoEd Workplace Reconstitution Transition Plan. These chauffeured services cannot be moved online, because the meetings require the physical presence of DoEd dignitaries.

The Department of Education continues to follow the GSA mandated guidance of disposing of underutilized vehicles using the minimum replacement standards: Sedans - 3 years/60,000 miles, Buses - Mileage only, Trucks - By class, 6 years/50,000 miles minimum. Acquisitions of alternative fuel vehicles are always sought when the need arises. Currently DoEd does not have an onsite fueling infrastructure and seeks fuel using the compiled list via the GSA website.

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From October through April of FY 2019, DoEd leased as replacements three (3) sedans, one (1) light duty truck 4x2, four (4) light duty truck 4x4, and one (1) medium duty vehicles, adhering to GSA's acquisition and disposal schedule, typically based on age or miles driven. In FY 2020 DoEd replaced two vehicles in its fleet with two commercially leased, law enforcement SUVs 4x4 for use by the Office of the Secretary. DoEd sees an increase in fuel usage especially in rural areas where the E85 fuel is not readily available.

In FY 2009, under the American Recovery and Reinvestment Act (ARRA), DoEd's Office of Inspector General more than doubled DoEd's fleet size. As a result, when compared to the FY 2005 baseline, DoEd faced challenges in achieving the statutory reduction in petroleum fuel use in covered fleets compared to FY 2005.

### Priority Strategies & Planned Actions

The Agency continues to monitor vehicle acquisitions/disposals ensuring that all GSA mandates to reduce as needed or follows the GSA schedule. During the FY 2019/20 Acquisition open call, all vehicles were processed as replacements with the acquisition of dual-fueled vehicles. Forward-looking strategies remain as follows:

- Optimize and right-size fleet composition by reducing vehicle size, eliminating underutilized vehicles.
- Acquire and locate vehicles to match local fuel infrastructure.
- Further increase use of alternative fuels in dual-fuel vehicles.

DoEd's current fuel use has fluctuated since FY 2005 decreasing and increasing over time. The current data shows a decrease of fuel usage due to replacing gas-dedicated vehicles with dual fuel vehicles. There are instances where fuel usage may seem a bit high especially when law enforcement vehicles are being used in rural areas. DoEd's baseline fuel usage in FY 2005 was 26,796 GGEs; 41,327 GGEs in FY 2018; and 37,889 GGE in FY 2019. Therefore, while DoEd had an increase since 2005, DoEd has reversed this trend with a slight reduction during FY 2019.

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**Implementation Summary: Cross-Cutting Operations**

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**SUSTAINABLE ACQUISITION / PROCUREMENT**

**FY 2019 Sustainable Acquisition Progress per the Federal Procurement Data System - Next Generation (FPDS-NG):**

0.62% of contract actions and 0.62% of obligations (in dollars), for a total of \$17.9M in contract actions with statutory environmental requirements

**FY 2020-FY 2021 Plan:**

0.63% of contract actions and 0.63% of obligations (in dollars)

DoEd obligated a total of \$2.886 B in FY 2019. The \$17.9 M above, representing 0.62% of the total dollars obligated, were on contracts that included the required sustainability clauses. Over 98% of DoEd's procurement dollars are spent on professional services, including financial services; the vast majority of which do not involve the purchase of ancillary supplies or equipment nor Department of Agriculture designated bio-based items. These service contracts do not require the delivery of products.

Thus, virtually everything DoEd procures per FPDS-NG, except for shuttle bus services, is not bio-based. DoEd continues to be 100% compliant with including required clauses in applicable contracts containing sustainable acquisition requirements. DoEd remains fully responsive to OMB Category Management requests and requirements.

**Implementation Status**

DoEd performs a monthly review of FPDS-NG actions (using selected Product Service Codes) to identify all potential "sustainable" requirements that have been placed. Email alerts are forwarded to the cognizant Contracting Officer reminding them to ensure the required clauses have been included as well as an evaluation of the contractor's compliance when doing the annual Contractor Performance Assessment Reporting System (CPARS) evaluation.

**Priority Strategies & Planned Actions**

DoEd plans to continue to adhere to the above stated internal policies, and will encourage acquisition staff to pursue continuous learning in this area by taking such classes as, "Green Purchasing for Civilians" and "How to Integrate Green Into Acquisition," both available through the Federal Acquisition Institute.

In addition, DoEd will reinforce training of statutory requirements and ensure accurate FPDS-NG coding of the sustainability and bio-based requirements. This will include encouraging all acquisition staff who engage in FPDS-NG coding to view the following training video:

[https://www.biopreferred.gov/BioPreferred/faces/pages/TrainingResources\\_1.xhtml](https://www.biopreferred.gov/BioPreferred/faces/pages/TrainingResources_1.xhtml)

DoEd plans to maintain 100% compliance with applicable contracts containing sustainable acquisition requirements.

DoEd did not set a bio-based contracting target in FY 2019. The DoEd target of bio-based only contracts to be awarded in FY 2020 is one contract action for approximately \$48,000.

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**ELECTRONICS STEWARDSHIP**

**FY 2020 Electronics Stewardship Progress:**

100.0% of newly purchased or leased equipment met energy efficiency requirements

100.0% of electronic equipment disposed using environmentally sound methods\*

*\*Reuse, donation, recycling, transfer, sale or demanufacturing*

DoEd's information technology consists of a contractor-owned, contractor-operated system, called the Portfolio of Integrated Value-Oriented Technologies (PIVOT). This multi-contract acquisition encourages and incentivizes high quality customer service, new product innovation, is flexible to address new and changing business requirements, and optimizes cost vs. benefit in the delivery of Information Technology (IT) services to the Department over the life of the contracts. PIVOT is replacing the Department's existing IT services contract known as Education Department Utility for Communications, Applications, and Technical Environment (EDUCATE). Under DoEd's PIVOT contracts and anything awarded outside of PIVOT, DoEd ensures the Contractor shall:

- procure equipment that meets sustainable electronics criteria
- enable and maintain power management on all eligible electronics
- ensure environmentally sound disposition of all agency excess and surplus electronics

Therefore, DoEd reaches 100% compliance in each electronic stewardship category.

DoEd is committed to sharing resources with other federal agencies.

**Implementation Status**

In 2019, DoEd completed the migration of its systems to outsourced data centers. One of those data centers is certified a Green-located data center used by nine other federal agencies, while the other data center is a LEED, collocated facility supporting several federal agencies.

The PIVOT contractor has configurations in place where the laptops will go to "sleep mode", whereby the laptops will hibernate after 20 minutes on battery or after 3 hours when connected to alternating current (AC) power.

Throughout the fiscal year, DoEd used government-wide strategic sourcing vehicles to ensure procurement of equipment that met sustainable electronics criteria. DoEd enabled and maintained power management on all eligible electronics. DoEd ensured environmentally-sound disposition of all agency excess and surplus electronics, consistent with federal policies on disposal of electronic assets.

**Priority Strategies & Planned Actions**

DoEd will continue to employ the strategies described above, focusing on procurement management and disposal.

All newly purchased equipment will continue to meet the Electronic Product Environmental Assessment Tool (EPEAT) requirements, as ED Contracts for IT services and purchases include the FAR clauses 52.223-15 (Energy Efficiency in Energy Consuming Products) and 52.223-16 (Acquisition of EPEAT Registered Personal Computer Products).

Furthermore, 100.0% of equipment will continue to have power management enabled on all eligible electronics.

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**GREENHOUSE GAS EMISSIONS**

**FY 2019 Scope 1&2 Greenhouse Gas (GHG) Emissions:**

52.9% increase from FY 2008

0.0% reduction from FY 2018

DoEd Scope 1 and 2 emissions consist of only fleet vehicle emissions. Therefore, DoEd focuses on right-sizing its fleet of vehicles to address GHG emissions. DoEd has almost non-use of agency shuttle services and agency vehicles for most of FY 2020 due to the pandemic.

**Implementation Status**

DoEd partnered with GSA to implement best management practices identified for emission generating and energy consuming equipment to address Scope 1 emissions from its fleet of vehicles. Note, Scope 1 emissions are direct GHG emissions from sources that are owned or controlled by the federal agency, including covered fleets. In FY 2009, under ARRA, DoEd's Office of Inspector General more than doubled DoEd's fleet, adversely impacting Scope 1&2 GHG emissions. This growth of fleet size explains the increase of GHG emission from FY 2008. DoEd has kept its Scope 1 emissions in check, with no significant change from FY 2018.

**Priority Strategies & Planned Actions**

DoEd will continue to work with GSA to reduce Scope 1 emissions, such as determining underutilized vehicles within the fleet and further reducing/disposing of vehicles following their mandates.

DoEd will work with GSA to identify and support joint program offerings that encourage sustainability benefits for employees and consider greenhouse gas emissions.

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Agency Priorities and Highlights

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**NOTABLE PROJECTS AND HIGHLIGHTS**

Beyond these internal changes, DoEd administers a Green Ribbon Schools (ED-GRS) awards' program to inspire schools, districts, and institutions of higher education (IHEs) to strive for 21st-century excellence by highlighting promising school sustainability practices and resources. The award recognizes schools, districts, and IHEs that:

1. Reduce environmental impact and costs
2. Improve the health and wellness of schools, students, and staff
3. Provide effective environmental and sustainability education

Combined progress in all three of these areas, known as Pillars, serves as the basis for recognition. ED-GRS aligns with the DoEd's cross-cutting goals for education, including improving student, staff, and facility performance and increasing efficiency at federal, state, and local levels.

In 2020, the Agency recognized 39 schools, 11 districts and five postsecondary institutions efforts to address the three Pillars of the program. DoEd also recognized a state education official for her efforts to advance school sustainability. The selectees included 28 public schools – among them, three magnet schools and four charter schools – as well as 11 nonpublic schools. Forty-five percent of the 2020 honorees serve a disadvantaged student body.